

OFFICE OF VACATION RENTAL COMPLIANCE



CITY OF CATHEDRAL CITY VACATION RENTAL ORDINANCE

REQUIREMENTS REMINDER

- **PLACE A COPY OF YOUR BUSINESS LICENSE (VACATION RENTAL) PERMIT IN YOUR RENTAL PROPERTY**
- **LIST YOUR PERMIT NUMBER ON ALL ADVERTISEMENTS**
- **MAKE SURE YOU SEND IN MONTHLY TOT RETURN FORMS – EVEN IF YOU DON'T HAVE ANY RENTAL ACTIVITY**
- **YOU ARE REQUIRED BY THE MUNICIPAL CODE TO MAKE PAYMENTS BEFORE THE DUE DATE**
- **FAILURE TO SUBMIT MONTHLY RETURNS MAY RESULT IN AN AUDIT**
- **MAKE SURE YOUR CONTACT INFORMATION IS CURRENT SO THAT YOU CAN RECEIVE RETURNS AND UPDATED INFORMATION**
- **MONTHLY TAX RETURNS CAN EITHER BE MAILED OR EMAILED TO THE CONTACT PERSON ON FILE. PLEASE NOTIFY THE TAX ADMINISTRATOR OF YOUR NOTIFICATION PREFERENCE FOR MONTHLY TOT RETURNS.**